

JOB TITLE: Public Works Craftsperson
DEPARTMENT: D.P.W. Departments

GRADE: W-3
DATE: April 2006

ESSENTIAL FUNCTIONS:

Functions as a member in overall municipal team to ensure effective and efficient municipal operations.

DEFINITION:

Performs a variety of skilled maintenance work, and operates a variety of equipment in the Highway, Parks & Recreation and Sewer & Water Divisions.

SUPERVISION RECEIVED:

Works under the general supervision of the departmental foreman, Assistant Superintendent and/or Superintendent.

SUPERVISION EXERCISED: None

DISTINGUISHING CHARACTERISTICS:

Works under general supervision, following departmental rules, regulations and policies, requiring the ability to plan and perform operations to complete assigned task or tasks according to prescribed time schedule, but referring unusual problems to superiors.

Performs routine or standardized work, which involves choice of action, requiring the application or established rules and procedures that may affect the quality, accuracy or utility of results.

Work occasionally involves contacts with others beyond immediate associates, but are generally of a routine nature for purposes of giving or obtaining factual information which affect work assignments.

Work involves partial supervision over another employee such as checking, instructing or advising while performing similar work the majority of the time.

EXAMPLES OF WORK:

HIGHWAY:

Work assignments consist of the construction and maintenance of drains, catchbasins, manholes, sidewalks and roadways; installs sidewalks, curbing, asphalt patching; sign work and fence installations. Operates automotive units spreading sand and/or chemicals to alleviate ice road conditions and to plow and/or remove snow.

PARKS & CEMETERIES:

Work assignments consist of construction and maintenance of parks, ball fields and cemeteries; operates lawn mowers, grades fields and preps ball fields.

Operates automotive units spreading sand and/or chemicals to alleviate ice road conditions and to plow and/or remove snow.

Special Qualifications: (including Special Qualifications on Page 2)

Massachusetts Pesticide Applicator's License required. (Must be obtained within 6 months of appointment)

SEWER & WATER:

In accordance with established policies and procedures;

Installs, repairs and maintains sewer & water mains and services, fire hydrants, valves and other appurtenances associated with water & sewer distribution systems. Operates power tools, tapping machines, jet machines as well as other tools and equipment of the industry.

DESIRABLE QUALIFICATIONS:

Education and Experience: High school or technical school graduate with experience in construction and maintenance work in one or more types of public works activities, including specialized tasks; or any equivalent combination of education and experience.

Knowledge, Abilities and Skills: Considerable knowledge of methods and procedures relating to a variety of public works general construction and maintenance tasks, of material and equipment incidental to the work and skill in performing such tasks. Ability to lift heavy materials and to carry assigned work to completion.

SPECIAL QUALIFICATIONS:

Possession of a CDL Class B operator's license with air brakes endorsement issued by the Registry of Motor Vehicles.

TOOLS AND EQUIPMENT USED:

Motorized vehicles and equipment, including dump truck, jet vactor truck, pickup truck, utility truck, mechanical roller, sidewalk plow, sidewalk sweeper, chain saw, compressor with jackhammer and pavement breaker, power post hole digger, power tamper, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high precarious places such as roofs, also in trenches and/or confined spaces using appropriate safety equipment and procedures. The employee may occasionally be exposed to wet and/or humid conditions, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electrical shock, and vibration. Appropriate safety precautions should be used to protect self and other employees from any danger.

Routine work may require use of ladders, lifts and scaffolding.

The noise level in the work environment is usually moderate.

New: October, 76

Revised: August, 99

Revised: April, 06